

**City of Franklin**  
**Critical Lot Self-Certification Program**  
**Site Plan Checklist**

Lot Number: _____	Site Address: _____
Subdivision: _____	_____
Applicant (PE): _____	Owner: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Company: _____	_____
Address: _____	COF Project # (Plat)": _____
_____	Grading Permit # (if applicable): _____

**NOTE: This critical lot checklist is not all-inclusive of all City ordinances and standards. By submitting under the self-certification program the design professional certifies that they are familiar with and complying with all city regulations.**

Critical Lot Checklist		
*Submittals should include three (3) paper copies of the listed items **All plans are required to be sealed, signed, and dated by professionally licensed engineer in the State of Tennessee in accordance with state law and City of Franklin requirements.		
<b>A. General Information</b>		
1	Subdivision Name, address, and lot number of Proposed Development	
2	Name and address of owner	
3	Name and address of builder	
4	Names, addresses, telephone numbers, email addresses, and seals of all professionals participating in the development application process (TN Professional Engineer License Required)	
5	Site Location / Vicinity Map	
6	Date	
7	North Arrow	
8	1" = 20' (max) graphic scale site/grading plan (24x26" sheets)	
9	Show house foot print area (SF), Lot area (SF), and house to lot ratio	
10	Total impervious area and impervious to lot ratio	
11	Provide owner's name, or reference deed where vacant, lot status (built, vacant, etc.) of all adjacent properties.	
12	Where adjacent lot(s) are affected by grading or other, provide written affidavit prior to obtaining permit.	
<b>B. General Site Layout</b>		
1	Show and label all existing and proposed property lines, easements, and setback lines	
2	Show finish floor elevations and footprint for house, garage, patio, porch, etc.	
3	Show and label existing and proposed water, sewer, and stormwater utilities connections services and mainline utility type & size	
4	No permanent structure/fixture/fill material/or obstruction is permitted in a drainage easement with an open stormwater conveyance. HVAC pad is not permitted in any easement.	
5	No portion of retaining walls to be located in utility, drainage, or access easements	

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C. Site Grading and Drainage		
1	Provide and label existing and proposed site contours (2' interval)	
2	Existing contours to extend a minimum of 10' beyond site's legal boundary and to the roadways centerline	
3	Proposed grading remains within legal limits or written approval by affected owner provided on plans	
4	Provide spot elevations at critical locations (Stair connections, concrete slabs, outfalls, sidewalks, walls, etc.)	
5	Provide spot elevations along and around the home as to ensure proper drainage away from home	
6	Provide spot elevations and drainage arrows at critical drainage areas	
7	Indicate ditches with flow lines and spot elevations	
8	Label ditch slopes where slope is in excess of 14%	
9	Design should comply with Franklin Municipal Code 23-106(3) <i>Green Infrastructure – Runoff Reduction Requirements</i>	
D. Driveway and Sidewalk		
1	Provide width dimension of driveway (min. width 12')	
2	Show location and dimension of garage door(s)	
3	Provide driveway street connection radii label (min. radius 5')	
4	Provide label of driveway entering the garage radius (min. radius 14')	
5	Label slope and depth of driveway pad from garage door to back of pad (2% max, 24' min)	
6	Standard vehicle able to straightforwardly enter garage in one motion, and be able to back out of garage and head out to street straightforwardly in two motions	
7	Provide 6" curb along driveway adjacent to steep slopes (in excess of 3:1) or retaining wall	
8	Label driveway centerline slope (14% maximum)	
9	Maximum grade change along driveway is 8% for a crest and 12% for a sag, over a 10' span	
10	Maximum cross slope of driveway is 5% (excluding transition from street)	
11	Label critical elevation points or slope between street and sidewalk (5% max slope)	
12	Label critical elevation points or cross slope of sidewalk (2% max cross slope)	
13	Grade of sidewalk matches grade of paralleling street	
E. Retaining Walls		
1	Label top and bottom elevation of retaining wall elevations at high, low, and transition points	
2	Top of wall shall be a minimum 3" above ground surface or other safety measure, specify on plans	
3	Stormwater shall not be designed to flow over retaining wall	
4	Maximum height of wall shall not exceed 6 ft.; 3 ft. max for walls in front yard	
5	Wall designs in excess of 4' in height shall be submitted to Building and Neighborhood Services for approval. Note retaining walls require a separate permit and submittal by a structural professional engineer.	
6	Retaining walls holding soil back, away from home, shall be placed no closer than twice the wall's height away	

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F. Erosion Prevention and Sediment Control		
1	Provide and design EPSC according to City of Franklin general notes for Erosion Control	
2	Provide appropriate erosion control measures and show their locations	
3	Tree protection shown for all trees, to remain, within 5' of disturbed area	
4	Indicate removal of all specimen trees (24" or larger)	
5	Provide details for all erosion control, soil stabilization, and tree protection methods utilized	
6	Provide an area for topsoil storage as well as an area for concrete truck washout	
7	Provide detail for stormwater swale (18" min bottom width, max 3:1 side slope)	
8	Provide a level spreader or comparable energy dissipating BMP at swale/ditch outfalls	
9	Provide permanent method of energy dissipation at downspouts and other high concentration areas.	
10	Indicate each BMP as 'Permanent' or 'Temporary'	

SELF-CERTIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Name and PE License Number)

*By Submitting this application and construction drawings I certify that all plans were prepared by, or under the direct supervision of, or reviewed by the Self-Certified Professional. Plans are complete, and are, as of the date of submission, in accordance with the requirements of the City of Franklin regulations and all other applicable laws.*